

Transfer Station Operations Plan

General

This fact sheet provides information required for the Ministry of Environment (the ministry) to expedite the approval process for operating a transfer station. A person that intends to operate a transfer station must apply for a permit from the Minister to operate the transfer station. Owners/operators should contact their assigned environmental protection officer for the application process and to obtain approval.

Owners may follow transfer station operation best practices or best practices of a similar jurisdiction.

Application

Unless already submitted in the application to establish, owners have 90 days to submit the application to operate through their assigned environmental project officer in order to receive a permit to operate.

The following outlines the required permits for transfer Stations:

- **Bins with waste** → **No Permit**
- **Bins with waste + clean wood pile** → **Industrial Burn Permit**
- **Bins with waste + temporary material pile** → **Transfer Station Permit**
- **Bins with waste + temporary material pile + clean wood pile** → **Transfer Station Permit (including burn conditions)**

The application form should include the following information as appendices:

A. Operating plan – The operating plan should include the details of the operating process as outlined by relevant best management practices, generally including, but not limited to:

- Procedures for minimizing nuisance, dust, litter, disease vectors, odour, and scavengers;
- Procedures for preventing wildlife, vermin and feral animals;
- An Animal Management Plan should be included for large predatory animals;
- Procedures for handling and storage of waste received at the transfer station, including the transportation of that waste to a recycling or disposal facility;
- Procedures for waste inspection and screening, handling of waste that does not meet the waste acceptance criteria, and prevent of waste violation;
- Procedures for handling and disposing of special waste;
- A manifest for waste movement;
- An emergency response plan; and
- Procedures for staff training of site operations, equipment and safety.

Note: Site-specific Industrial Burn Permits or burn conditions in a Transfer station Permit may be issued for clean wood burning. Specific waste acceptance depends on the site characterization and will be site-specific and captured in the permit.

B. Environmental protection – Environmental protection may be a separated document or integrated into the operations plan. Best management practices for environmental monitoring should be followed.

Required Record Keeping

Every owner of a transfer station should include the following records for the operational life and retained for at least 7 years:

- Site suitability report and design plan;
- Site plan (and updates) showing the compliance boundary, waste storage area (s), location of surface water control and groundwater monitoring systems, location of bins, containers, or areas used for temporary waste storage;
- Operating plan (and updates/deviations), including environmental monitoring;
- Inspection reports, compliance audits, site investigations, spill reports, and health and safety records;
- Any on-line registration, application or proposal submitted to the ministry along with any related correspondence;
- Record of any environmental sampling, analysis or monitoring;
- Description of each of the waste types (including special waste) received and/or transferred, including tonnage, estimates of the population served, and the number of years the landfill has been in operation; and
- Any certificate received from a person qualified as agreed to by the ministry.

Note: Every owner should ensure that the records are made available to the Minister on request and that if ownership changes, the records are transferred to the new owner.

Operation and Environmental Monitoring Duties

Owners have a duty to ensure that the operation and environmental protection activities are carried out according to the Operation Plan.

Environment – includes the following:

- Air and the layers of the atmosphere;
- Land, including soil, subsoil, sediments, consolidated surficial deposits and rock.
- Water;
- Organic and inorganic matter and living organisms; and
- Interacting natural systems and ecological and climatic interrelationships that include the components listed above

Environmental Protection – methods to be used to prevent, minimize, monitor, mitigate, remedy, or reclaim an adverse effect before, during, or after any activity.

Operating phase - The period of operation during which waste is received for storage at the transfer station.

Operating plan - A written document that describes general instructions for the management and operations of a transfer station

Hazardous waste (or waste dangerous goods) – a substance with the characteristics described in subsection

4(4) of [The Hazardous Substances and Waste Dangerous Goods Regulations](#)

Industrial waste – any waste that:

- Is generated by any process of industry, manufacturing, trade, or business or by the development of a natural resource; and
- Includes seepage, rainwater, or storm water that enters industrial waste works.

Special waste –

- Waste containing naturally occurring radioactive material or technologically enhanced naturally occurring radioactive material;
- Animal or animal carcass waste that may contain one or more reportable diseases listed in the *Reportable Diseases Regulations* (Canada);
- Emergency livestock mortalities as identified by the Ministry of Agriculture;
- Waste asbestos; and
- Any other material or substance that may require special handling due to the potential adverse effects from disposal, as identified by the Minister.

Contact and Reference

Saskatchewan Ministry of Environment
Tel: 1-800-567-4224 (toll free in North America) or 306-787-2584
Web: www.environment.gov.sk.ca
Email: Centre.Inquiry@gov.sk.ca

Questions about hazardous waste refer to: [Hazardous Substances and Waste Dangerous Goods Regulations](#)
www.qp.gov.sk.ca/documents/English/Regulations/Regulations/E10-2R3.pdf

